

Youth Program Co-Facilitator – Young Friends
400 Hours per Year PART TIME

GENERAL SUMMARY: The Young Friends Program Co-Facilitator works with their counterpart Co-Facilitator to create space for experiencing the movement of Spirit within and among the community of 9-12th graders. The Co-Facilitator stewards the sense of community and meaningful relationships among high school-age Quakers and their families. The Co-Facilitator plans and facilitates regular in-person gatherings for Young Friends, and also supports their integration into the life of the wider Yearly Meeting. It is important for the two Co-Facilitators to be able to work harmoniously together in order to ensure mutual support and flow during program activities, as well as to create a sense of community and meaningful relationships among Quaker youth and their families.

Reports to the Youth Engagement Coordinator.

DUTIES AND RESPONSIBILITIES:

1. In partnership with the Youth Engagement Coordinator, plans and implements the program and logistics for gatherings that encourage and support the spiritual and personal growth of Young Friends.
2. Nurtures and empowers spiritual grounding and full capacities of youth involved in the program, individually and corporately, through the structure of the program and by supporting their involvement in the larger PYM community.
3. Works closely with the Youth Engagement Coordinator and other Youth Program Facilitators to ensure mutual support and flow between the respective programs.
4. In partnership with the Youth Engagement Coordinator, recruits, develops, nurtures, and trains volunteer adults (Friendly Presences) who work with the program.
5. On occasion, as creativity and time allow, supports programs and events other gatherings that support the community.
6. Functions as an integral member of the Program and Religious Life Department; contributes to team goals; implements the work and the tasks of the position with an intention to manifest the Spirit; attends to the importance of fun, fellowship, worship, learning, and service in carrying out the work; ensures that day to day activities are always a means of attending to the meaning, purpose, and goal of the work.
7. Other duties as assigned.

REQUIRED QUALIFICATIONS:

- An active Friend or extensive experience with Friends' meetings; knowledge of Quaker principles and practice.
- Two or more years of experience in a related field, which can include related educational attainment.
- Two or more years of substantial experience working with high school-age youth is required.
- Pass a criminal and child abuse background check and FBI fingerprint, per PYM requirement for those working with vulnerable populations.

- Able to work with children, youth, and adults, and to facilitate groups to develop their interests, gifts, and skills.
- Understand inclusivity dynamics, especially in relationship to age, gifts, LGBTQIA+, ability, gender, sexuality, race, and class; knowledgeable in crisis interventions.
- Strong communication skills are needed, including the ability to speak clearly listen deeply, and write well.
- Able to travel to weekend and evening events

PREFERRED QUALIFICATIONS:

- Able to drive and rent cars.
- Ability to work a flexible schedule that includes weekend and evening work
- Able to commit to serving in the position for three years
- Commitment to PYM’s vision to become an anti-racist organization with a multiracial community of staff and constituents.

EXPECTATIONS OF ALL PYM EMPLOYEES:

1. A highly welcoming attitude and willingness to serve members of our community and make a positive first impression to those outside of it. This includes sincere openness and appreciation for the wide range of cultural backgrounds, spiritual beliefs, life experiences, and differences of all kinds as can be seen in a metropolitan region such as the greater Philadelphia area.

2. PYM has three tiers of expectation for racial equity skills and competencies:

- *Entry-level staff (Intern, Assistant, Associate)* Candidates are interested in Racial Equity. Candidates are also interested in expanding their analysis and knowledge about the role that racial inequity plays in our society and are committed to building and/or deepening their commitment to racial justice work. Commitment to PYM’s vision to become a multiracial organization with a multiracial community of staff and supporters.
- *Mid-level staff (Coordinator)* Candidates understand Racial Equity. Candidates have a demonstrated understanding of the role that racial

inequity plays in our society and in movement-building and have demonstrated an ability to effectively manage across difference. Commitment to PYM’s vision to become a multiracial organization with a multiracial community of staff, and supporters.

- *Senior-level staff (Managers with 5 or more years’ experience with PYM or similar organization)* Candidates work for Racial Equity. They consistently integrate their deep understanding of key racial equity concepts into work projects and interactions by addressing structural implications and disproportionate impacts of policies, campaign objectives, organizing objectives, activities, and decisions on race, class and other group identities within the context of job responsibilities and projects.

3. Familiarity with Quaker faith and practices, and/or a willingness to gain, deepen, and nurture such knowledge.

4. Appreciation of the role of Quaker practices in the performance of PYM duties, this includes supportive participation in annual and semi-annual multi-day “business Sessions.” Please see our website as part of familiarizing yourself with us.

TIME AND TRAVEL EXPECTATIONS

This is a part-time position (400 hours per year). Work times are flexible in ways that meet work and personal needs and vary depending on the time of year. The ability to work evening and weekend hours, to travel locally, and attend the 5-day gathering (Annual Sessions) held in residence on a college campus in the summer is required.

COMPENSATION AND BENEFITS: This is a Band 1 position, earning between \$18 and \$22 dollars per hour, depending on experience, and does not include benefits, however, all staff not insured through the PYM plan are eligible for a \$200 a month health stipend with proof of other insurance.

INTERESTED? Please submit the following items to the attention of the Search Team. Applicants will be reviewed starting May 20 and continue until the position is filled.

1. A current resume
2. A cover letter that tells us how your qualifications and experience are a strong fit for our needs above (applications received without a cover letter will not be considered).
3. Contact information for three professional references (we’ll ask you before contacting them).

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